

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2021	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>Verbal discussion only.</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as amended with one item moved to In Camera. President Brulé asked the Executive Team to continue to consider additional potential Letters of Acknowledgement.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	15 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u><i>Planner Review & Consent Items</i></u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – September 29, 2021 (M. Wilson) 3.2.2 Draft ACET Minutes – October 4, 2021 Stand-alone Budget Meeting (G. Perry) 3.2.3 HS11 Alcohol on Campus (D. McNair) 3.2.4 RE04 Use of Animals in Teaching, Research and Other Activities (M. Cusson, C. Janzen)	
Recommendation	THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The consent agenda items were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	ACET		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Effectiveness Survey Results – Recommendations and Countermeasures 2020-2021</i> <i>ACET Effectiveness Survey Template – 2021-2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed a summary of all of 2020-2021 ACET Effectiveness Survey results, recommendations and countermeasures.</p> <p>Following Executive Team discussion, it was agreed that in order to respect presenter’s time, if the ACET meeting is running ahead of schedule the Executive Team would proceed with other items rather than inviting the presenters to join the meeting early. This change will be tested and if required they will plan, do study and adjust.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Financial Sustainability Roadmap Update		
Requested By (ACET member)	C. Brule, President and CEO	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration I. Buglar, Executive Assistant		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2021-10-14 – Financial Sustainability Roadmap Update DM Final Appendix A: Draft Governance Model Appendix B: Draft Progress Reporting Appendix C: Financial Sustainability Roadmap Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the Financial Sustainability Roadmap (FSR) draft Governance Model, Progress Reporting and prioritization of initiatives.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team received an update on the Financial Sustainability Roadmap (FSR) draft Governance Model, progress reporting and prioritization of initiatives. The Executive Team endorsed the governance model with additional modifications to be made offline based on Executive Team feedback.</p> <p>In addition, integrating some enrolment metrics for financial sustainability reporting will be discussed at the October 18, 2021 Strategy Enrolment Steering Committee (SESC) Retreat. The report will be updated based on SESC input.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Human Resources Monthly Reports		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	40 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director, People and Culture / D. O'Grady, Manager, Talent & HR Programs		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal HR Monthly Reports</i> <i>HR Report Summary Presentation (Period ending September 30, 2021)</i> <i>Summary of Complement (September 30)</i> <i>Summary of Vacancies (September 30)</i> <i>Active I/O Report (September 30)</i> <i>Fixed-Term Administrator Report (September 30)</i> <i>Roll Over Monitoring Report (October 4)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR Reports ending September 30, specifically in relation to position management:</p> <ul style="list-style-type: none"> - That are true vacancies (can be filled). - That may be on hold for operational reasons/ - Active I/O positions and those coming up for renewal/termination/conversion. - Fixed-term Administration positions – specifically those in place over three (3) years. - That are at risk of roll over from Part-time to Full-time. 		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed and provided feedback on the Human Resources reports ending September 30, 2021. The vacancy report will be updated following a request from Ron McLester, Vice President, Truth, Reconciliation and Indigenization.</p> <p>D. McNair, Vice President, Finance and Administration will undertake a review of these reports offline with support from his Finance team to ensure these reports also support their processes. D. McNair will report back to Human Resources as applicable.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Quarterly Update – Vacation Status		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	M. Castella, Senior Manager of Total Compensation		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal Quarterly Update – Vacation Status Vacation Liability Report Information will be shared via PDF file (Zoom share screen)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) is provided with an update regarding the current outstanding vacation for the College.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team received an update regarding the current outstanding vacation for the College. The report will be adjusted on a go-forward basis based on Executive Team feedback (e.g. comparison year-over-year/multi-year as well as by setting targets).</p> <p>The Executive Team was advised that Human Resources is finalizing the excess vacation reports by area which will be circulated by end of day on October 15, 2021.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	2021-22 Operating Plan Update		
Requested By (ACET member)	C. Brule, President & CEO	Time Allotted	20 mins.
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration I. Buglar, Executive Assistant		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACLT Business Planning - Master Schedule</i> <i>Appendix A: Initiatives Deferred to Future Years</i> <i>Appendix B: Initiatives Approved by ACET (To Date)</i> <i>Appendix C: Initiatives Pending Confirmation</i> <i>Appendix D: Initiatives Ready for Execution</i> <i>Appendix E: Operating Plan Presentation</i> <i>Appendix F: ACLT Memo – 2022-23 Operating Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the development of the 2021-22 College Operating Plan, endorse a newly added initiative (HR-08) to the 2021-22 Operating Plan for consultations and approve initiatives in Appendix D for execution.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team received an update on the development of the 2021-22 College Operating Plan. The Executive Team endorsed a newly added initiative (HR-08) to the 2021-22 Operating Plan for consultations and also approved the six additional initiatives in Appendix D for execution. The timeline for completion has been amended to October 21, 2021 to allow the Leadership Team additional time to review their Operating and Business Plan requirements for 2022-23. There will also be one minor modification to the Master Operating Plan template.</p> <p>With respect to the 2022-23 Business Plan, M. Savenkoff, Vice President, Advancement will send an email to the Leadership team with further instructions on next steps.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 14, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	2020-21 Net Asset Continuity Schedule		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2021-10-04 – 2020-21 Net Assets Continuity Report Appendix A: 2020-21 Internally Restricted Net Assets Continuity Schedule</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the March 31, 2021 balances for Internally Restricted Net Assets.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team approved the March 31, 2021 balances for Internally Restricted Net Assets as presented.		